

FISCAL OFFICE

LEHIGH COUNTY

EXAMINATION REPORT OF LICENSE SALES

HUNTING - JULY 1, 2004 TO JUNE 30, 2007

FISHING AND DOG - JANUARY 1, 2005 TO DECEMBER 31, 2006

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## Independent Auditor's Report

Mr. Brian Kahler  
Fiscal Officer  
Lehigh County  
Allentown, PA 18101

We have examined the accompanying statements of receipts and disbursements (Statements) of the Fiscal Officer of the Fiscal Office, Lehigh County, Pennsylvania (County Officer), for the license period identified on the contents page, pursuant to the requirements of Section 401(d) of *The Fiscal Code*, 72 P.S § 401(d). These Statements are the responsibility of the county office's management. Our responsibility is to express an opinion on these Statements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. An examination includes examining, on a test basis, evidence supporting the Statements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

We are mandated by Section 401(d) of *The Fiscal Code* to audit the accounts of each county officer to determine whether all moneys collected on behalf of the Commonwealth have been correctly assessed, reported and promptly remitted. *Government Auditing Standards* issued by the Comptroller General of the United States include attestation engagements as a separate type of audit. An attestation engagement performed pursuant to *Government Auditing Standards* involves additional standards that exceed the standards provided by the American Institute of Certified Public Accountants. Accordingly, this attestation engagement complies with both *Government Auditing Standards* and Section 401(d) of *The Fiscal Code*.

Independent Auditor's Report (Continued)

In our opinion, the Statements referred to above present, in all material respects, the operations of the County Officer as it pertains to receipts made on behalf of the of the licensing agencies, for the license period identified on the contents page, in conformity with the criteria set forth in Note 1.

In accordance with *Government Auditing Standards*, we are required to report findings of deficiencies in internal control, violations of provisions of contracts or grant agreements, and abuse that are material to the Statements and any fraud and illegal acts that are more than inconsequential that come to our attention during our examination. We are also required to obtain the views of management on those matters. We performed our examination to express an opinion on whether the Statements are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over the Statements or on compliance and other matters; accordingly, we express no such opinions. The results of our examination disclosed no matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Pennsylvania Game Commission, Pennsylvania Fish and Boat Commission, Pennsylvania Department of Agriculture, and the County Officer and is not intended to be and should not be used by anyone other than these specified parties.

April 15, 2008

JACK WAGNER  
Auditor General

FISCAL OFFICE  
LEHIGH COUNTY  
HUNTING LICENSE SALES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
LICENSE PERIOD ENDING JUNE 30, 2005

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Game Commission</u>
Resident			
Adult	129	\$ 19.00	\$ 2,451.00
Junior	14	5.00	70.00
Junior combination	12	8.00	96.00
Senior	29	12.00	348.00
Replacements	7	5.00	35.00
Military	14	1.00	14.00
Non-resident			
Adult	4	100.00	400.00
Archery			
Resident	68	15.00	1,020.00
Replacements	1	5.00	5.00
Muzzleloaders			
Resident	75	10.00	750.00
Replacements	1	5.00	5.00
Antlerless deer			
Resident	9,595	5.00	47,975.00
Resident landowners	1	5.00	5.00
Non-resident landowners	91	25.00	2,275.00
Armed forces	24	5.00	120.00
Disabled veterans	2	5.00	10.00
Replacements	18	5.00	90.00
Furtaker			
Adult resident	11	19.00	209.00
Migratory			
Resident	64	2.00	128.00
Bear			
Resident	72	15.00	1,080.00
Totals (Note 2)	<u>10,232</u>		<u>57,086.00</u>
Disbursements to Game Commission (Note 3)			(56,948.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			<u>(108.00)</u>
Balance due Game Commission (County) per settled reports (Note 4)			30.00
Examination adjustments			<u>-</u>
Adjusted balance due Game Commission (County) for the license period ending June 30, 2005			<u>\$ 30.00</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

FISCAL OFFICE  
LEHIGH COUNTY  
HUNTING LICENSE SALES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
LICENSE PERIOD ENDING JUNE 30, 2006

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Game Commission</u>
Resident			
Adult	122	\$ 19.00	\$ 2,318.00
Junior	11	5.00	55.00
Junior combination	7	8.00	56.00
Senior	29	12.00	348.00
Replacements	5	5.00	25.00
Military	23	1.00	23.00
Non-resident			
Adult	3	100.00	300.00
Archery			
Resident	69	15.00	1,035.00
Muzzleloaders			
Resident	62	10.00	620.00
Replacements	1	5.00	5.00
Antlerless deer			
Resident	9,143	5.00	45,715.00
Non-resident landowners	59	25.00	1,475.00
Armed forces	19	5.00	95.00
Disabled veterans	7	5.00	35.00
Replacements	19	5.00	95.00
Furtaker			
Adult resident	9	19.00	171.00
Senior resident	1	12.00	12.00
Migratory			
Resident	67	2.00	134.00
Bear			
Resident	68	15.00	1,020.00
Totals (Note 2)	<u>9,724</u>		<u>53,537.00</u>
Disbursements to Game Commission (Note 3)			(53,394.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			<u>(108.00)</u>
Balance due Game Commission (County) per settled reports (Note 4)			35.00
Examination adjustments			<u>-</u>
Adjusted balance due Game Commission (County) for the license period ending June 30, 2006			<u>\$ 35.00</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

FISCAL OFFICE  
LEHIGH COUNTY  
HUNTING LICENSE SALES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
LICENSE PERIOD ENDING JUNE 30, 2007

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Game Commission</u>
Resident			
Adult	113	\$ 19.00	\$ 2,147.00
Junior	11	5.00	55.00
Junior combination	5	8.00	40.00
Senior	21	12.00	252.00
Replacements	3	5.00	15.00
Military	21	1.00	21.00
Non-resident			
Adult	1	100.00	100.00
Seven day	2	30.00	60.00
Archery			
Resident	73	15.00	1,095.00
Replacements	1	5.00	5.00
Muzzleloaders			
Resident	63	10.00	630.00
Replacements	1	5.00	5.00
Antlerless deer			
Resident	9,733	5.00	48,665.00
Resident landowners	1	5.00	5.00
Non-resident landowners	87	25.00	2,175.00
Armed forces	16	5.00	80.00
Disabled veterans	7	5.00	35.00
Replacements	19	5.00	95.00
Furtaker			
Adult resident	14	19.00	266.00
Senior resident	1	12.00	12.00
Migratory			
Resident	65	2.00	130.00
Non-resident	2	5.00	10.00
Bear			
Resident	72	15.00	1,080.00
Totals (Note 2)	<u>10,332</u>		<u>56,978.00</u>
Disbursements to Game Commission (Note 3)			(56,864.00)
Credits taken for licenses issued for Disabled Veterans and Senior Lifetime Hunt renewals			<u>(114.00)</u>
Balance due Game Commission (County) per settled reports (Note 4)			-
Examination adjustments			<u>-</u>
Adjusted balance due Game Commission (County) for the license period ending June 30, 2007			<u>\$ -</u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

FISCAL OFFICE  
LEHIGH COUNTY  
FISHING LICENSE SALES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
LICENSE PERIOD ENDING DECEMBER 31, 2005

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	114	\$ 21.00	\$ 2,394.00
Senior resident	9	10.00	90.00
Non-resident	2	51.00	102.00
Senior lifetime	190	50.00	9,500.00
Replacements	28	4.25	119.00
Lake Erie And Trout/Salmon Combo Stamp	9	14.00	126.00
Trout/Salmon Stamp	<u>305</u>	8.00	<u>2,440.00</u>
Totals (Note 2)	<u><u>657</u></u>		14,771.00
Disbursements to Fish and Boat Commission (Note 3)			<u>(14,771.00)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-
Examination adjustments			<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period ending December 31, 2005			<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

FISCAL OFFICE  
LEHIGH COUNTY  
FISHING LICENSE SALES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
LICENSE PERIOD ENDING DECEMBER 31, 2006

<u>License Type</u>	<u>Licenses Sold</u>	<u>License Value</u>	<u>Amount Due Fish and Boat Commission</u>
Resident	106	\$ 21.00	\$ 2,226.00
Senior resident	16	10.00	160.00
National Guard/Armed Forces	6	1.00	6.00
Non-resident	2	51.00	102.00
Tourist			
One day	1	25.00	25.00
Senior lifetime	219	50.00	10,950.00
Replacements	22	4.25	93.50
Lake Erie And Trout/Salmon Combo Stamp	7	14.00	98.00
Trout/Salmon Stamp	<u>335</u>	8.00	<u>2,680.00</u>
Totals (Note 2)	<u><u>714</u></u>		16,340.50
Disbursements to Fish and Boat Commission (Note 3)			<u>(16,340.50)</u>
Balance due Fish and Boat Commission (County) per settled reports (Note 4)			-
Examination adjustments			<u>-</u>
Adjusted balance due Fish and Boat Commission (County) for the license period ending December 31, 2006			<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

FISCAL OFFICE  
LEHIGH COUNTY  
DOG LICENSE SALES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
LICENSE PERIOD ENDING DECEMBER 31, 2005

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	15,071	\$ 82,959.00
Senior citizen	2,827	9,487.00
Lifetime	568	17,440.00
Duplicates	<u>10</u>	<u>50.00</u>
Totals (Note 2)	<u><u>18,476</u></u>	109,936.00
Disbursements to Department of Agriculture (Note 3)		<u>(109,936.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2005		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

FISCAL OFFICE  
 LEHIGH COUNTY  
 DOG LICENSE SALES  
 STATEMENT OF RECEIPTS AND DISBURSEMENTS  
 LICENSE PERIOD ENDING DECEMBER 31, 2006

<u>License Type</u>	<u>Licenses Sold</u>	<u>Amount Due Department of Agriculture</u>
Individual	17,288	\$ 95,172.00
Senior citizen	3,240	10,806.00
Lifetime	<u>706</u>	<u>21,600.00</u>
Totals (Note 2)	<u><u>21,234</u></u>	127,578.00
Disbursements to Department of Agriculture (Note 3)		<u>(127,578.00)</u>
Balance due Department of Agriculture (County) per settled reports (Note 4)		-
Examination adjustments		<u>-</u>
Adjusted balance due Department of Agriculture (County) for the license period ending December 31, 2006		<u><u>\$ -</u></u>

Notes to the Statements of Receipts and Disbursements are an integral part of this report.

FISCAL OFFICE  
LEHIGH COUNTY  
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS  
FOR THE HUNTING LICENSE PERIOD JULY 1, 2004 TO JUNE 30, 2007 AND FOR  
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2005 TO DECEMBER 31, 2006

1. Criteria

The Statements of Receipts and Disbursements (Statements) have been prepared in accordance with Section 401(d) of *The Fiscal Code*, 72 P.S § 401(d), which requires the Department of the Auditor General to determine whether all monies collected by all agents charged with assessing, appraising, or collecting license fees have been remitted properly to the licensing agencies.

The Statements were prepared in accordance with reporting requirements prescribed by the licensing agencies. Under this method, only the Commonwealth portion of cash receipts and disbursements are presented, revenues are recognized when received, and expenditures are recognized when paid.

The following schedule identifies the licensing agencies and the respective reporting period:

<u>License Type</u>	<u>Licensing Agency</u>	<u>License Period</u>
Hunting	Game Commission	July 1 to June 30
Fishing	Fish and Boat Commission	January 1 to December 31
Dog	Department of Agriculture	January 1 to December 31

With all of the license types listed above, there are licenses that are sold the month prior to the official license period beginning date. For our reporting purposes, these sales are included in the official first month of the license period.

2. Receipts

Receipts consist of monies collected on behalf of the licensing agency.

3. Disbursements

License proceeds are remitted to the various licensing agencies with monthly reports of sales.

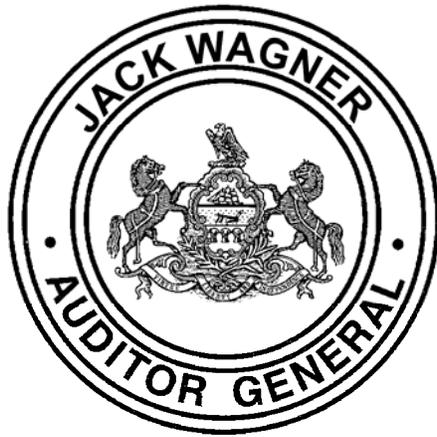
4. Balance Due Licensing Agency (County) Per Settled Reports

This balance reflects the summary of monthly sales reports as settled by the appropriate licensing agency

FISCAL OFFICE  
LEHIGH COUNTY  
NOTES TO THE STATEMENTS OF RECEIPTS AND DISBURSEMENTS  
FOR THE HUNTING LICENSE PERIOD JULY 1, 2004 TO JUNE 30, 2007 AND FOR  
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2005 TO DECEMBER 31, 2006

5. County Officer Serving During Examination Period

Brian Kahler served as Fiscal Officer during the hunting license period July 1, 2004 to June 30, 2007 and during the fishing and dog license period January 1, 2005 to December 31, 2006.



FISCAL OFFICE  
LEHIGH COUNTY  
REPORT DISTRIBUTION  
FOR THE HUNTING LICENSE PERIOD JULY 1, 2004 TO JUNE 30, 2007 AND FOR  
THE FISHING AND DOG LICENSE PERIOD JANUARY 1, 2005 TO DECEMBER 31, 2006

This report was initially distributed to:

The Honorable Dennis C. Wolff  
Secretary  
Department of Agriculture

Ms. Mary DeLutis  
Comptroller  
Department of Agriculture

Dr. Douglas J. Austen  
Executive Director  
Fish and Boat Commission

Mr. Carl G. Roe  
Executive Director  
Pennsylvania Game Commission

Fiscal Office  
Lehigh County  
Lehigh County Government Center  
17 South Seventh Street  
Allentown, PA 18101

The Honorable Thomas Slonaker

Controller

The Honorable Percy Dougherty

Chairman of the Board of Commissioners

Mr. Brian Kahler

Fiscal Officer

This report is a matter of public record. Copies of this report may be obtained from the Pennsylvania Department of the Auditor General, Office of Communications, 318 Finance Building, Harrisburg, PA 17120. To view this report online or to contact the Department of the Auditor General, please access our web site at [www.auditorgen.state.pa.us](http://www.auditorgen.state.pa.us).